



Dr. Reddy's Laboratories Ltd.

8-2-337, Road No. : 3, Banjara Hills,
Hyderabad - 500 034, Telangana,
India.

CIN: L85195TG1984PLC004507

Tel : + 91 40 4900 2900

Fax : + 91 40 4900 2999

Email : mail@drreddys.com

www.drreddys.com

POSTAL BALLOT FORM

Postal Ballot Form No.:

Name and Registered address of the Sole /
First Named Member :

Name(s) of the Joint holder(s) if any :

Registered Folio No./ DP ID & Client ID No.*

(*Applicable to members holding shares in dematerialized form)

Number of equity shares held :

I / We hereby exercise my / our vote in respect of the following Special Resolution to be passed through Postal Ballot for the Special Business stated in the Notice dated **30 July 2015** of Dr. Reddy's Laboratories Limited ("the Company") by sending my / our assent (FOR) or dissent (AGAINST) to the said resolution by placing the tick (✓) mark in the appropriate column below.

Item No.	Details of Resolution	No. of equity shares held	I/We assent to the resolution (For)	I/We dissent to the resolution (Against)
1.	Special Resolution under Section 14 of the Companies Act, 2013 for adoption of new Articles of Association of the Company.			

Place :

Date :

(Signature of the Member)

ELECTRONIC VOTING PARTICULARS

EVEN (E-voting event number)	USER ID	PASSWORD
102472		

Notes :

- Please read the instructions printed overleaf and in the notice of the postal ballot carefully before exercising your vote.
- Last date for receipt of Postal Ballot Form by the Scrutinizer : Thursday, 17 September 2015 (6.00 PM IST)

INSTRUCTIONS

1. A Member desirous of exercising his / her vote by Postal Ballot may complete this Postal Ballot Form and send it to the following address of the Scrutinizer by post / courier.
Mr. G Raghu Babu
Scrutinizer, Dr. Reddy's Laboratories Limited
8-2-337, Road No. 3, Banjara Hills,
Hyderabad-500 034, Telangana, India
2. Please convey your assent / dissent in this Postal Ballot Form. The assent or dissent received in any other physical form shall not be considered valid.
3. This Form must be completed and signed (as per specimen signature registered with the Company) by the Member. In case of Joint holding, this Form must be completed and signed by the first named Member and in his / her absence, by the next named Member.
4. Unsigned, incomplete or incorrectly ticked Postal Ballot Forms shall be rejected.
5. The Scrutinizer's decision on the validity of the Postal Ballot / e-voting will be final.
6. The Postal Ballot / e-voting shall not be exercised by a proxy.
7. Duly completed Postal Ballot Form should reach the Scrutinizer not later than the close of working hours on Thursday, 17 September 2015 (6.00 PM IST). All Postal Ballot Forms received after this date will be strictly treated as if the reply from such Member has not been received. The Scrutinizer will submit his report to the Chairman of the Company after completion of the scrutiny and the results of postal ballot will be announced on Friday, 18 September 2015, at the Registered Office of the Company at 8-2-337, Road No. 3, Banjara Hills, Hyderabad- 500 034, Telangana, India.
8. Voting rights shall be reckoned on the paid-up value of shares registered in the name of the Member as on Friday, 7 August 2015.
9. Members are requested not to send any other paper along with the Postal Ballot Form and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
10. There will be one Postal Ballot Form for every Folio / Client ID, irrespective of the number of joint holders.
11. In case of non-receipt of the Postal Ballot Form or for any query related thereto, the Members may contact the Company's Registrar and Transfer Agent, M/s Bigshare Services Private Limited at 306, Right Wing, 3rd Floor, Amrutha Ville, Opp. Yashoda Hospital, Rajbhavan Road, Hyderabad- 500 082, Telangana, India or send an email at bsshyd@bigshareonline.com.
12. The Members can opt for only one mode of voting i.e., either by physical Postal Ballot Form or e-voting. The voting, both through postal ballot and through electronic mode shall commence from Wednesday, 19 August 2015 (9.00 AM IST) and shall end on Thursday, 17 September 2015 (6.00 PM IST). In case, member(s) cast their votes through both the modes, voting done by e-voting shall prevail and votes cast through physical Postal Ballot Forms will be treated as invalid.
13. **PROCEDURE AND INSTRUCTIONS FOR E-VOTING**
 - A) **FOR NEW USERS :**
 1. User ID and Password for e-voting is provided in the table given overleaf. Please note that the Password is an Initial Password.
 2. Open the internet browser and type the following URL: <https://www.evoting.nsdl.com>
 3. Click on Shareholder - Login.
 4. Enter the user ID and password (as initial password noted in step (1) above). Click on Login.
 5. The Password Change Menu appears. Change to a new password of your choice, making sure that it contains a minimum 8 digits or characters or combination of the two. Please take utmost care to keep your password confidential.
 - B) **FOR EXISTING USERS :**
 1. Open the internet browser and type the following URL: <https://www.evoting.nsdl.com>
 2. Click on Shareholder - Login.
 3. Type in your existing user ID and password and Click Login. The existing user ID is your Demat account number which is (DP-ID + Client-ID). Example : If DP-ID is IN600570 and Client ID is 20004951, then the User-ID will be IN60057020004951. If you forgot your password, you can reset your password by using "Forgot User Details/Password" option available on www.evoting.nsdl.com
 - C) **COMMON STEPS TO BE FOLLOWED BY BOTH (A) & (B) ABOVE, POST ENTERING OF USER ID & PASSWORD & LOGIN :**
 1. Once, the e-voting home page opens, click on e-voting> Active Voting Cycles.
 2. Select the "EVEN" (E-voting Event Number) of "Dr. Reddy's Laboratories Limited" (the number is provided in this document). Once you enter the number, the Cast Vote page will open. Now you are ready for e-voting. Members can cast their vote online from Wednesday, 19 August 2015 (9.00 AM IST) till Thursday, 17 September 2015 (6.00 PM IST). Note: e-voting shall not be allowed beyond the said time.
 3. Cast your vote by selecting your favoured option and click "Submit". Also click "Confirm" when prompted. Upon confirmation, the message "Vote cast successfully" will be displayed. Please note that once vote is cast on the selected resolution, it cannot be modified.
 4. Institutional shareholders (i.e., members other than Individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant board resolution/authority letter etc. together with attested specimen signature(s) of the duly authorized signatory(ies) who is/are authorized to vote, to the Scrutinizer's e-mail id: driscrutinizer@gmail.com with a copy marked to evoting@nsdl.co.in.